



## STANDARD GRANT CONDITIONS

### Reporting and Payment Schedule

Eucalypt Australia's grant to the Grantee is subject to the following conditions:

1. The Grantee will supply a Tax Invoice to Eucalypt Australia in order for grant payments to be made.
2. The Grantee will provide an official receipt to the Grantor for the grant amount within 30 days of receipt of payment.
3. The Grantee will use the whole of the Grant exclusively for the Project as described in the application and not for any other purpose without prior agreement of the grantor.
4. The Grantee must promptly advise Eucalypt Australia of any material change which may affect the Grantee's ability to undertake or complete the Project within the time schedule specified in the application.
5. The Grantee will expend the Grant within Australia.
6. The Grantee must keep detailed financial records to enable the use of grant funds to be checked readily.
7. Progress reports are required at 12 monthly intervals from the date of receipt of the Grant.
8. The Grantee will acknowledge the support of Eucalypt Australia in published or display material that relates to the project. A digital copy of Eucalypt Australia's logo is available upon request.
9. Within 12 months of payment of the first instalment of the grant, the grantee must submit a progress report.  
A subsequent progress report will due 12 months later.  
The Grantee must submit a Final Report and Financial Acquittal within three months of the scheduled completion date.
10. It would be appreciated if Grantees provide photographs of the Project that Eucalypt Australia may use. If photographs are provided, it will be assumed that all rights, consents, licenses and permissions have been obtained prior to submitting the images. Images should include appropriate captions, names of people pictured and any acknowledgements required. The provision of information and images will be taken as permission to reproduce and publish.
11. These Standard Grant Conditions apply subject to variations, deletions and additional conditions as may be stipulated by the Grantor to the Grantee at or before the first payment of the grant. By accepting the first grant payment, the Grantee acknowledges that such variations, deletions and additional conditions apply to the grant.
12. The Grant is subject to termination if the Board of the Bjarne K Dahl Trust is of the opinion that continuance is not justified in accordance with the aims and objectives of Eucalypt Australia.

## **REPORTS**

We require reports in order to:

- Ensure financial accountability of both the Trust and the grant recipient
- Enable a review of each project funded by the Trust to be undertaken
- Disseminate experiences and outcomes to others where appropriate

Report forms can be found at: [eucalyptaaustralia.org.au/grants/managing your grant](http://eucalyptaaustralia.org.au/grants/managing_your_grant)

or by email request: [executive@eucalyptaaustralia.org.au](mailto:executive@eucalyptaaustralia.org.au)

## **COMMUNICATING YOUR RESEARCH**

There are many reasons you may wish to share details of your grant and its outcomes. We encourage this and appreciate you publicly acknowledging Eucalypt Australia's funding.

Eucalypt Australia lists all grants made on our website: [eucalyptaaustralia.org.au](http://eucalyptaaustralia.org.au)

Grant recipients may also be featured in an Annual Report, in a feature article on our website or through our social media. To this end we would be grateful if you include any or all of these items with your reports:

- Digital photographs of your project
- Video/s video web links
- Photo journals